

**DIETITIANS AFFILIATED CREDENTIALING BOARD  
APRIL 12, 2005  
MEETING MINUTES**

**PRESENT:** Diane Johnson (by phone); Virginia Jordan (by phone),  
Susan Nitzke

**ABSENT:** Dolores Price (unexcused)

**STAFF:** Tom Ryan, Bureau Director; Jacquelynn Rothstein, DRL  
Board Counsel; Lydia Bridge, Bureau Assistant, Pamela  
Haack, Paralegal.

**CALL TO ORDER**

Board Counsel called the meeting to order at 9:10 a.m.

**APPROVAL OF AGENDA**

**MOTION:** Diane Johnson moved, seconded by Virginia Jordan, to approve the agenda as written. Motion carried unanimously.

**APPROVAL OF MINUTES OF OCTOBER 5, 2004**

**MOTION:** Diane Johnson moved, seconded by Virginia Jordan, to accept the minutes of October 5, 2004 as drafted. Motion carried unanimously.

**ADMINISTRATIVE REPORT**

**Election of Officers**

**MOTION:** Virginia Jordan moved, seconded by Diane Jordan, to appoint Susan Nitzke as Chair of the Board. Motion carried unanimously.

**MOTION:** Diane Johnson moved, seconded by Susan Nitzke, to appoint Virginia Jordan as Vice Chair of the Board. Motion carried unanimously.

**MOTION:** Virginia Jordan moved, seconded by Susan Nitzke to appoint Diane Johnson as Secretary of the Board. Motion carried unanimously.

### **Goodwill Ambassador**

The Board discussed appointing a goodwill ambassador and what that person's role would be in that capacity. The appointee would give recognition to health care institutions or individuals for outstanding achievements and this individual would provide reports to the Board on such activities. No appointments were made by the Board.

### **Screening Panel**

**MOTION:** Diane Johnson moved, seconded by Virginia Jordan, to appoint Susan Nitzke and Virginia Jordan as Screening Panel Members for of the Board. Motion carried unanimously.

### **Credentialing Liaison**

**MOTION:** Virginia Jordan moved, seconded by Susan Nitzke, to appoint Susan Nitzke as credentialing liaison and Diane Johnson as the alternate Credentialing Liaison. Motion carried unanimously.

### **Practice Question Liaison**

**MOTION:** Virginia Jordan moved, seconded by Susan Nitzke, to appoint Diane Johnson as practice question liaison for the Board. Motion carried unanimously.

### **2005 Meeting Schedule**

Tom Ryan will work on rescheduling the October 25, 2005 meeting due to a conflict and will e-mail Board members with a new date.

### **BOARD MEMBER STATUS**

Mr. Ryan announced that Diane Johnson, Virginia Jordan and Susan Nitzke received Senate Confirmation.

### **BUDGET UPDATE**

Tom Ryan provided an update regarding the DRL budget. The Department has received information regarding additional cutbacks for the Department. The Governor's initiatives are to consolidate human resources, payroll, department attorney and paralegal staff within the Department of Administration. DOE Investigators and Intake Staff would remain at DRL.

Mr. Ryan also informed the Board that building renovations have been finalized and work has resumed on the new space.

## **TRAVEL POLICIES**

Tom Ryan explained the Department's out-of-state travel policy and advised the Board that the Department will fund one Board member for one meeting in a fiscal year, upon a motion made by the Board designating its representative and upon Department approval.

The Board received a copy of the Office of State Employment Relations Pocket Travel Brochure and other informational documents relating to travel.

## **HOTEL POLICIES**

Tom Ryan clarified the Department's policy that if a Board member is not going to use a reserved hotel room, it is the responsibility of the Board member to cancel the room by calling the hotel themselves. If the room is not cancelled and the Department is billed for the room, it is the responsibility of the Board member to pay the bill.

## **WIS. ADMIN. CODE DI 2.04 AND 3.01 – FILING APPLICATIONS FOR TEMPORARY CERTIFICATES & EXAMINATIONS**

### **Review of Clearinghouse Report**

The Board reviewed the Clearinghouse Report.

### **Hearing – 9:45 a.m.**

A public hearing was held regarding Wis. Admin. Code DI 2.04 and 3.01, relating to the application process for temporary certificates and examinations. No one appeared to present testimony.

**MOTION:** Virginia Jordan moved, seconded by Diane Johnson, to send the rule up the legislature if no substantive changes are presented within the written comment period that require Board consideration. Motion carried unanimously.

## **INFORMATIONAL ITEMS**

The Board noted several informational documents. No action was necessary.

### **CLOSED SESSION**

The Board did not convene into closed session – no items for deliberation.

### **ADJOURNMENT**

MOTION: Diane Johnson moved, seconded by Virginia Jordan, to adjourn the meeting at 10:00 a.m. Motion carried unanimously.